

INSTRUCTIONS MF12C

Effective October 1, 2005, Special Fuel User permit holders who do not request a refund of fuel tax for non-taxable use and/or who are not the end-user and responsible for the production of material are not required to maintain usage records. For further information call (406) 444-7689.

STOP & READ BEFORE YOU BEGIN:

1. Are you requesting a refund or credit? And/or
2. Do you owe a tax for fuel used to produce aggregate?
 - If you answered **NO** to both questions, check the No box. Fill in your name, address, city and state, your permit number, Federal ID number and/or social security if needed. Skip lines 1-19, sign and mail in.
 - If you answered **YES** to either question, check the Yes box. Fill in your name, address, City and State, your permit number, Federal ID number and/or social security if needed. Complete lines 1-19 of the form, sign and mail in. The line-by-line instructions are below.

- LINE 1:** Miles for on road vehicles only. Do not include any equipment or miles reported on IFTA tax return. Mileage log must be kept for all miles traveled.
- LINE 2:** All the fuel placed into the supply tank of the vehicles that have been reported on line 1 only. All invoices and dispersal record must be kept for vehicles. **DO NOT INCLUDE FUEL USED IN EQUIPMENT.**
- LINE 3:** Divide total miles traveled by total fuel used in vehicles. (Line 1 divided by line 2) This is your Average Miles Per Gallon (MPG).
- LINE 4:** Total of taxable and non-taxable miles traveled in Montana. (Including trip permit miles if any were purchased during the quarter)
- LINE 5:** Off-Road (Non-taxable) Miles. Miles traveled on private or Forest Service property only.
- LINE 6:** Total taxable miles in Montana only. Any public road in Montana is taxable. (Gravel, dirt, pavement and etc.)(Subtract line 5 from line 4.)
- LINE 7:** Total taxable fuel in Montana. These are the number of gallons used on Montana roads by vehicles. This is determined by dividing total taxable miles by MPG. (Line 6 divided by line 3.)
- LINE 8:** Enter line 6 from form MF 15. This is the total of all fuel from taxable projects including fuel used to produce aggregate material.
- LINE 9:** Add lines 7 and 8 to get Total Taxable Fuel gallons for the quarter. (Gallons for vehicles & all projects.)
- LINE 10:** Total Montana Tax-Paid Fuel placed into vehicles and equipment. Number of Montana tax-paid gallons bought at the pump or dispensed from bulk storage placed into the supply tank of a vehicle and/or equipment. (From Schedule 3 below)

- LINE 11:** Total refundable tax-paid gallons. If the total Montana tax-paid fuel placed into vehicles and equipment (line 10) is more than the taxable fuel (line 9), subtract line 9 from line 10 and enter on line 11. If line 10 is less than line 9, go to line 13.
- LINE 12:** Refundable Montana tax. Multiply line 11 times the current tax rate (.2775). (Brackets indicate refund/credit.)
- LINE 13:** Total net taxable gallons. If the total Montana tax-paid fuel placed into vehicles and equipment (line 10) is less than the taxable fuel (line 9), subtract line 10 from line 9 and enter difference on line 13.
- LINE 14:** Multiply line 13 times the current tax rate (.2775) and enter on line 14 for total Montana fuel tax liability.
- LINE 15:** Total credit from Power-Take-Off Unit. Enter total from column 7, line 2 of MF-12PTO form.
- LINE 16:** Late filing penalty. Failure to file a tax return by the due date will result in a penalty. The penalty is \$25.00 or 10% of the net tax liability, whichever is greater. A tax return is considered filed by the date of the US postmark on the envelope. Subtract lines 12 & 15 from line 14. If the amount is a refund or tax of \$250 or less, the penalty is \$25. Otherwise, the penalty is 10% times the tax due.
- LINE 17:** Interest is imposed on late or amended returns that have a tax due. Interest is 12% a year or 1% per month or fraction thereof.
- LINE 18:** Prior Quarter Credits. These are credits carried forward from previous tax quarters. The credit may be used against any tax liability or refunded upon request.
- LINE 19:** Total Amount Due/Credit. Add lines 14, 16 & 17 to arrive at your tax liability before credits. Subtract lines 12, 15 & 18 from this total to arrive at your total amount due or refund/credit.

SCHEDULES: 1, 2 & 3 must be completed for the tax return to be considered properly filed.

SCHEDULE 1- Diesel Fuel Purchases

There are three columns to show fuel purchases; Bulk purchases, purchases at the pump, and one for fuel that has no Montana tax paid. (dyed diesel or fuel purchased outside of Montana.)

- Bulk fuel is any fuel that is purchased in Montana from a retailer and placed in storage or containers other than the supply tank of a motor vehicle or equipment. (Storage tanks, slip tanks, cans, glass containers, etc.)
- Montana tax paid fuel at the pump is any fuel purchased in Montana where the Montana tax was collected at the time of the purchase and put into the supply tank of a vehicle or equipment. (Undyed diesel only.)
- Dyed diesel or diesel brought in from out of state.

List each purchase separately with date of purchase, invoice number, dealer's name and address, and the number of gallons. Total the columns of gallons by bulk fuel or pump purchases in lines 2 & 3. If you use fuel supplement(s) form MF-12A, transfer the total of Montana tax-paid gallons from it to line 1.

SCHEDULE 2 – Bulk Storage of Diesel Fuel

Bulk Storage: A dispersal record must be maintained for all bulk storage in Montana. If the user has more than one storage tank, the taxpayer is required to maintain separate bulk summary & dispersal records for each bulk tank. (See bulk under schedule one)

SCHEDULE 3- Montana Tax Paid Fuel Used

Totals of the Montana tax paid fuel used in vehicle(s) and equipment. Total of Montana tax-paid gallons purchased at the pump (Schedule 1, line 3) plus total Montana tax paid fuel dispensed from bulk storage (Schedule 2, line 8) equals the total Montana tax-paid fuel placed into vehicles and equipment. Enter that total on line 10 on front of form.

